

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Subject: Closure of Account Number: [Account Number]

To Whom It May Concern,

Please accept this letter as a formal request to close my account numbered [Account Number], effective immediately.

I am aware that this account currently has an outstanding overdraft balance of \$[Amount]. Enclosed with this letter, please find a [check/money order] for the full amount required to bring the balance to zero and cover any final administrative fees.

Please cease all automated transactions, direct deposits, and recurring withdrawals associated with this account. Once the balance is cleared and the account is closed, I request a written confirmation sent to my address listed above.

If there are any remaining funds after all obligations are met, please mail a check for the balance to my address.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]